Sanitized - Approved For Releasen CM-RDP61-00900A00010004000176 2289

JUL 22 1957

MEMORANDUM FOR: General Counsel

Comptroller

Director of Communications

Director of Logistics Director of Personnel Director of Security Director of Training Chief, Audit Staff Chief, Commercial Staff Chief, Management Staff Chief, Medical Staff

SUBJECT:

Use of the DD/P Document Locator System

by the DD/S

- 1. The Document Locator System is designed to centrally control, in the Records Integration Division, DD/P, the current location of controlled DD/P originated documents which are not in the RI central files. This system of controlling pertinent documents (excluding cables and TOP SECRET documents) within the DD/P, through the use of the Dennison Tickets has been tested and approved for all DD/P offices. The purpose of this communication is to provide the procedures by which certain documents received by DD/S elements from DD/P offices will be included in this system.
- These instructions are applicable to all headquarters personnel within the DD/S who have occasion to receive or process controlled documents with Locator Tickets attached. The control of such documents in the DD/S offices will be established at predetermined "Locator Points". (See attached listing) The effectiveness of this system is dependent upon the prompt return of the Locator Ticket and the routing of the controlled documents through the designated "Locator Points". Controlled documents moving between areas serviced by two different "Locator Points" must also be receipted to reflect the current location.
- 3. Effective 1 August 1957 the DD/S offices at the control points listed will acknowledge receipt of DD/P controlled documents by the return of Locator Tickets as provided in the attached illustrated flow chart.
- 4. The responsibility for attaching Locator Tickets to documents to be controlled by this system rests with the DD/P originating office at headquarters and with the RI Division for incoming station documents

FLD NO DECL MESS IOB NO.

IN CLASS! DECL!

NEXT BEY DATE!!

CONFIDENTIAL

Sanitized - Approved For Releaser CIA-RDP61-00900A000100040001-6

The DD/P has agreed to the use of the system by DD/S offices where it is desired to know the immediate location of DD/S originated documents routed to several addresses in succession in the DD/P. If a DD/S office desires to take advantage of this control, a request should be directed to RI/MB, room 1503 K, extension 3020, for establishment of a numbering system and the necessary supplies.

- 5. The number and location of the "Locator Points" established in the DD/S is tentative and cannot be accurately determined until we have had more experience with controlled document traffic. Notification of changes in the physical location of "Locator Points", and requests for the establishment of additional "Locator Points", may be directed to RI/MB, room 1503 K.
- 6. Responsible officials will take the necessary steps to assure compliance with these instructions.

H. GATES LLOYD '

FOIAb3b

Acting Deputy Director (Support)

Attachments:

-DD/S Locator Points
-Graphic Description of
Receipting Procedures

Distribution:

Orig. - OGC 3 w/att. - Compt 10 w/att. - D/Commo 10 w/att. - D/Log 10 w/att. - D/Pers 10 w/att. - D/Sec 10 w/att. 5 w/att. - C/Audit Staff 3 w/att. - C/Comm. Staff 3 w/att. - C/Mgmt Staff 3 w/att. - C/Med. Staff 3 w/att. - SSA-DD/S 3 w/att. - DD/S 3 w/att. - A/DDP/EXO 5 w/att - DDP-FI/RI 5 w/att